

May 10, 2005

MEMORANDUM FOR: Associate Administrators
Staff Office Directors

FROM: Helen Hurcombe */original signed by/*
Director, Acquisition and Grants Office

SUBJECT: Fiscal Year 2005 and 2006 Procurement Cutoff Dates

In accordance with the Year End Closing Instructions issued by the Finance Office, all Fiscal Year (FY) 2005 obligations must be recorded by **9/26/2005**.

The following cutoff dates have been established by the Acquisition and Grants Office for receipt of FY 2005 and 2006 procurement requests. The FY 2005 dates should also be used as a guide for the submission of FY 2006 procurement requests for new or continued services with a start date of October 1, 2005. Please use these dates as guidelines in planning your procurement requests.

<u>Dollar Value of Procurement Action</u>	<u>FY 2005 Cutoff Date*</u>	<u>FY 2006 Cutoff Date*</u>
\$0.00 - \$24,999.99	August 31, 2005	August 31, 2006
\$25,000.00 - \$100,000.00	July 18, 2005	July 17, 2006
Any order for services against an existing contract (GSA Schedule, GWAC, IDIQ)	June 30, 2005	June 30, 2006
Any other order against an existing contract (GSA Schedule, GWAC, IDIQ)	August 1, 2005	August 1, 2006
\$100,001.00 - \$499,999.00	May 2, 2005	May 1, 2006
\$500,000.00 - \$4,999,999.99	February 28, 2005	February 28, 2006
\$5,000,000.00 - \$9,999,999.99	January 31, 2005	January 30, 2006
\$10,000,000.00 and up	October 1, 2004	October 1, 2005

*Assumes receipt of a complete procurement request package (ready requisition) with all necessary approvals and documentation.

These cutoff dates are provided as general guidance to be utilized when developing component acquisition plans. Each planned acquisition will have a milestone plan negotiated between the assigned Contract Specialist and the Project Officer which will establish submittal and completion dates for each acquisition.

While some of the dates for FY 2005 have already passed, the above dates are not inconsistent with cutoff dates established in prior fiscal years. These cutoff dates have been established based on many years of application of the statutory and regulatory requirements governing the processing of acquisitions in the federal Government and are calculated to permit full compliance with those statutes and regulations and to accommodate the increased acquisition workload that occurs at the end of each fiscal year. If there are acquisitions valued at \$100,000 or more to be submitted for award in FY 2005, the requesting program office should immediately contact their servicing Acquisition Management Division to discuss acquisition strategy and to determine the feasibility of processing the acquisition this fiscal year recognizing the statutory, regulatory and policy requirements associated with acquisitions of this dollar value and higher.

In keeping with long-standing policy, all requisitions will be accepted for processing, no matter when they are received and handled on a "best efforts" basis. However, procurement requests received after the established cutoff dates will require written explanation and clearance by line/staff office senior management. This approval requirement was implemented for two

reasons. First, to promote advance acquisition planning and to keep Line/Staff Office senior management informed of acquisitions being submitted late. Secondly, depending on workload, it may become necessary to prioritize acquisition requirements to permit the most critical acquisitions to be processed before others. Knowing what is being submitted after the cutoff dates will help Line/Staff Office senior management make these decisions.

Accordingly, each procurement request submitted after the above cutoff dates must be accompanied by either a hard-copy memorandum or an e-mail request from the line office Assistant Administrator/Staff Office Director (or their delegee) to the Director of the servicing Acquisition Management Division documenting the reason why prior notification and submission was not possible, the criticality of the proposed acquisition and the impact of not making the award this fiscal year (see Attachment 1 for a suggested format). The Assistant Administrator/Staff Office Director may delegate this authority to their Deputy Assistant Administrator/Deputy Director or Chief Financial Officer. Notification of such delegations should be provided to the Acquisition and Grants Office for dissemination to all Acquisition Management Divisions. Further re-delegations will be considered on a case-by-case basis upon discussion with the Director, Acquisition and Grants Office. Delegations from FY 2004 need to be re-affirmed or new delegations established.

To assist program offices in planning for current and future acquisitions, the Type of Acquisition Action (TAA) List, Exhibit 2, found under Part 7 of the NOAA Acquisition Handbook provides standard procurement action lead times. These are generically established lead times for processing acquisitions of different types and dollar values. We are working to refine these lead times as part of our advance acquisition planning process and after tracking actual processing times this fiscal year.

Should there be any questions regarding the above cutoff dates or procurement action lead times, please contact Don Kraus at 301-713-0325 or via e-mail at Don.Kraus@noaa.gov.

[Attachment 1 - Late Submittal Template](#)

cc: Deputy Assistant Administrators
Staff Office Directors
Chief Financial Officers

TO: Director
Acquisition Management Division

FROM:

Subject: Justification for Acceptance of Procurement Action After Cutoff Date

Requisition No. _____

Description _____

Project Officer _____

Purpose and Criticality of Acquisition:

[insert an explanation of the purpose of the acquisition (e.g., continues maintenance of critical equipment; in support of newly mandated policy, research, programmatic requirements; corrects deficiency that has been identified, etc.)]

Example: Acquisition will provide for the continued maintenance of the XXX facility. This contract provides janitorial and housekeeping services for the entire facility housing 300 NOAA employees. Without these services the facility will not be maintained in a safe, healthy working environment and the facility will deteriorate. This contract will provide services to sustain acceptable working conditions for all employees at the facility.

Priority of the Acquisition:

[insert an explanation of what priority the particular acquisition has]

Example: This contract provides for services that help to ensure a safe working environment for NOAA employees. It is essential to ensuring that the facility remain open and operating. Thus, this acquisition is the highest priority.

Reason for Delayed Submittal:

[insert an explanation of the reasons for the delayed submittal]Example: This is a new program and budget uncertainties precluded submission prior to receipt of final budget allocations.